



# Religious Program Specialist 3 & 2 Training Course

## Module I—Personnel Support

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0507LP2870100

**Reviewed and approved for continued use on  
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Specific Instructions and Errata for  
Nonresident Training Course

RELIGIOUS PROGRAM SPECIALIST 3&2 TRAINING COURSE  
MODULE 1 (PERSONNEL SUPPORT)  
NAVEDTRA 287-01-45-82

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3. Assignment Booklet, NAVEDTRA 287-01-45-82

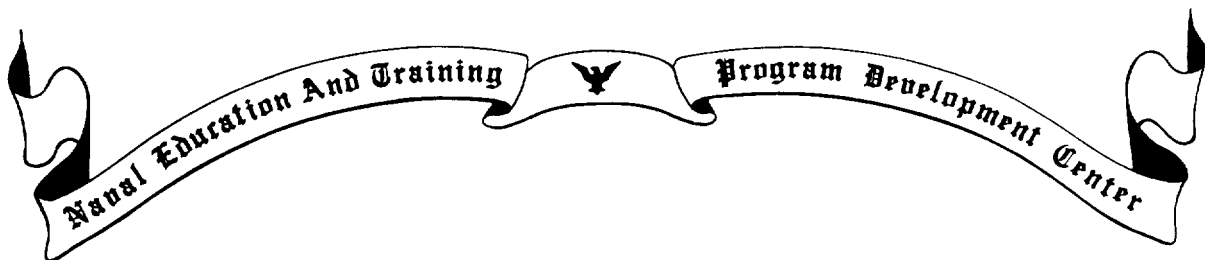
Delete the following questions and leave the corresponding spaces blank on the answer sheets.

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# RELIGIOUS PROGRAM SPECIALIST 3 & 2

## MODULE I PERSONNEL SUPPORT

NAVEDTRA 287-01-45-82



*1982 Edition Prepared by  
RPCS(SS) C. Joseph Preston, Jr.*





## **PREFACE**

Rate Training Manuals (RTMs) in conjunction with Nonresident Career Courses (NRCCs) comprise the self-study package developed for naval enlisted members by the Navy to enable them to fulfill the Navy's requirements for advancement in their chosen career field. Religious Program Specialists (RPs) must be able to perform a wide variety of duties to support Department of the Navy command-sponsored religious programs aboard ship and at shore installations. These command-sponsored religious programs (CRPs) provide the Department of the Navy with the means to ensure the availability of religious ministries, to the degree practicable, to meet the needs of personnel in the naval service and their dependents in their pursuit of the free exercise of religion. In order to render this support, occupational standards delineating the specific tasks which Religious Program Specialists must perform were developed.

Following the establishment of the Religious Program Specialist (RP) rating on 15 January 1979, three separate modules have been developed to cover the occupational standards for *RP 3 & 2*. *Module I* is designed for individual study and not for formal classroom instruction, as are *Modules II* and *III*. These modules provide subject matter that relates to specific occupational standards for *RP 3 & 2*. The NRCC provides a way of satisfying the requirements for completing this module. Assignments in the NRCC include learning objectives and supporting items designed to lead the student through the module in a systematic manner.

This module and the corresponding NRCC were prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Assistance was provided by the Office of the Chief of Chaplains (OP-096).

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# **THE UNITED STATES NAVY**

## **GUARDIAN OF OUR COUNTRY**

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

## **WE SERVE WITH HONOR**

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

## **THE FUTURE OF THE NAVY**

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past,

Never have our opportunities and our responsibilities been greater.



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# RELIGIOUS PROGRAM SPECIALIST TRAINING COURSE AND NONRESIDENT CAREER COURSE

The *Religious Program Specialist 3 & 2* training course is divided into three modules as follows:

Module I —Personnel Support

Module II —Logistic Support and  
Financial Control

Module III—Administration

Each module will be sent as an initial distribution to all commands as it is printed. Additional copies may be requested from Navy Publications and Forms Center, Philadelphia, PA.

A Religious Program Specialist must complete all three modules (once available) before the *RP 3 & 2* training course can be considered complete for any training or advancement requirements.

## MODULE SUMMARIES

*Module I—Personnel Support*, NAVEDTRA 287-01-45-82. This module deals with the Command Religious Program and the Religious

Program Specialist; the religious requirements and practices; worship support functions; naval funerals and chapel weddings; information and referral assistance; command religious program publicity, material, and facilities support; presentations and audiovisual (AV) equipment; the shipboard library; and the religious music library.

*Module II—Logistic Support and Financial Control*, NAVEDTRA 287-02-45-81. This module deals with procuring, providing, and inventorying materials necessary for the support of the Command Religious Program (CRP); the preparation of procurement and reimbursement documents; the maintenance of departmental budget records and operating targets; and maintaining records for a CRP chapel fund.

*Module III—Administration*, NAVEDTRA 287-03-45-82. This module will deal with receptionist duties; typing and filing correspondence, directives, and interview records; operating office equipment; maintaining a reports control system, tickler and cross-reference files; using proper grammar and punctuation; and carrying out the disposal, stowage, and transmission of obsolete files and records.

## CHAPTER 1

# THE COMMAND RELIGIOUS PROGRAM AND THE RELIGIOUS PROGRAM SPECIALIST

The Religious Program Specialist (RP) rating was established on 15 January 1979, and is designed to provide Navy chaplains with professional support personnel who are skilled in religious programming and administration. Approximately two-thirds of the tasks which RPs are trained to perform are in the area of

religious programming. The remaining tasks are of a clerical or administrative nature. Figure 1-1 shows a brief general description of the duties that the RP will perform. Personnel of the RP rating, unlike chaplains, are combatants and have responsibility for the chaplain's safety when assigned to units engaged in combat.

RELIGIOUS PROGRAM SPECIALIST DUTIES	
Determine religious program support requirements.	Assist in preparation of devotional and religious education materials.
Assist in management of religious programs and facilities.	Assist in the supervision of the office of the chaplain.
Maintain records of nonappropriated chapel funds.	Coordinate volunteer religious programs.
Maintain records of appropriated funds and property accounts in support of religious programs.	Train personnel in support of religious programs.
Serve as chapel fund administrators and account custodians for nonappropriated funds.	Instruct personnel in methods of religious education.
Maintain ecclesiastical documents.	Maintain liaison with ecclesiastical and community agencies.
Requisition, receive, maintain, and safeguard ecclesiastical equipment and supplies.	Maintain shipboard libraries.
	Perform administrative, clerical, and secretarial duties.

Figure 1-1.—Duties of the Religious Program Specialist.

It is important to note that personnel selected for the RP rating are limited to performing religious program tasks which do not require ordination or licensing. Even though members of the rating are required to support chaplains and persons of all faith groups, a Religious Program Specialist does not conduct worship services, administer sacraments and ordinances, nor function as a pastoral counselor. RPs do not exercise any of the ministerial functions of the clergy or Navy chaplains.

This module provides information that is directly related to certain occupational standards for RP3 and RP2. *Module II (Logistics Support and Financial Control)* and *Module III (Administration)* provide information on the remainder of the occupational standards for RP3 and RP2 not covered in this module. Occupational standards comprise the tasks that enlisted personnel must accomplish in order to meet the Navy's requirements. These specific occupational requirements form the basis for personnel training, advancement, and distribution. It is important to remember that occupational standards are MINIMUM standards representing the LOWEST level of skill that all personnel must possess in order to function effectively at a given rate. Figure 1-2 shows the specific occupational standards for RP3 and RP2 that will be discussed in this module.

Rate training manuals are revised periodically to conform with official publications, directives, documents, and instructions on which they are based. RPs should always refer to the official sources in the performance of their duties. Rate training manuals (RTMs) are developed primarily to help applicants prepare for advancement to the next highest paygrade. However, the personnel who prepare the fleet-wide examinations for advancement will always use the most recent material in writing examination questions. This is one important reason why the RP should stay completely informed on any changes that occur in official publications.

To assist personnel in studying for advancement, the *Bibliography for Advancement Examination Study* (NAVEDTRA 10052 series) is revised and issued each year by the Chief of Naval Education and Training. Figure 1-3 shows the front cover of this publication for calendar year 1982. The RP should check with

the personnel in the local command's educational services office to ensure that this bibliography is current and readily available for use in the Command Religious Program (CRP).

The first several sections of this chapter will be devoted to describing: the functions of the Chief of Chaplains, the Chaplain Corps, and the chaplain; the history of the RP rating; RP skills and knowledge; the CRP ashore and afloat; and CRP jargon. This background information is provided to outline the evolution of the RP rating and to show the important role that the RP plays in today's Navy.

## CHIEF OF CHAPLAINS

Respect and custom established the unofficial title "Chief of Chaplains" prior to its official establishment by an Act of Congress on 22 December 1944. Since March 1945, the Navy Chaplain Corps has been headed by a Chief of Chaplains with the rank of rear admiral. Normally, the Chief of Chaplains is selected from among the rear admirals of the Chaplain Corps on active duty and is assigned to the Office of the Chief of Naval Operations (OP-09G) as a major staff office. NOTE: The Chief of Chaplains was formerly designated as OP-01H. An organization change in the Office of the Chief of Naval Operations occurred in November 1981 whereby the Office of the Chief of Chaplains was redesignated as OP-09G. Specific guidance concerning this reorganization was provided in OPNAVNOTE 5430 dated 23 November 1981. The mission of the Chief of Chaplains as outlined in OPNAVNOTE 5430 is shown in figure 1-4.

## THE CHAPLAIN CORPS

The purpose of the Navy Chaplain Corps is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, and personal well-being of members of that establishment by providing the ministries appropriate to their rights and needs. This may involve providing ministries to dependents and other authorized individuals. The chaplain's ministries may include conducting worship services, liturgies, and rites; providing religious education and pastoral

# OCCUPATIONAL STANDARDS FOR *RP 3 & 2 (MODULE I)*

RP3 38838	PREPARE SCHEDULE OF RELIGIOUS FACILITIES USAGE	RP2 38970	PREPARE AND MAINTAIN A DIRECTORY OF RELIGIOUS PROGRAM RESOURCES
RP3 38845	PREPARE WORSHIP BULLETINS	RP2 44001	INSTRUCT VOLUNTEER PERSONNEL IN RELIGIOUS EDUCATION METHODS AND USE OF RELIGIOUS EDUCATIONAL MATERIAL
RP3 46002	MAINTAIN ECCLESIASTICAL REFERENCE LIBRARY		
RP3 54638	MAINTAIN MOUNT-OUT BOXES	RP2 55001	PREPARE VISUAL PRESENTATIONS
RP3 65002	RIG RELIGIOUS FACILITIES, EQUIPMENT, AND LITURGICAL APPOINTMENTS	RP2 65011	ADVISE PERSONNEL OF PROCEDURES FOR REQUESTING REASSIGNMENT FOR HUMANITARIAN OR HARDSHIP REASONS
RP3 65003	SERVE AS SACRISTAN		
RP3 65004	MAINTAIN RELIGIOUS MUSIC LIBRARY	RP2 65016	ORGANIZE AND DISTRIBUTE DEVOTIONAL, RELIGIOUS EDUCATION, AND PUBLICITY MATERIAL
RP3 65006	OPERATE AUDIOVISUAL EQUIPMENT		
RP3 65008	MAINTAIN SHIPBOARD LIBRARIES	RP2 65017	ADVISE PERSONNEL OF POLICIES AND PROCEDURES REGARDING THE USE OF RELIGIOUS FACILITIES AND EQUIPMENT
RP3 94621	CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO AUDIOVISUAL EQUIPMENT	RP2 65018	ADVISE PERSONNEL OF NAVY AND CIVILIAN AGENCIES AVAILABLE TO ASSIST IN THE RESOLUTION OF PERSONAL PROBLEMS
RP2 38%8	REVIEW ENLISTED SERVICE RECORDS FOR INFORMATION SPECIFIED BY THE CHAPLAIN		
RP2 38969	COORDINATE MAINTENANCE OF RELIGIOUS FACILITIES	RP2 77002	ENSURE THE SECURITY OF RELIGIOUS FACILITIES, EQUIPMENT, AND SUPPLIES

**Figure 1-2.—RP 3 & 2 (Module I) Occupational Standards.**

ministries: organizing spiritual renewal activities; and participating in humanitarian projects.

Quotas for Navy chaplains are established by Government authority based upon the overall

national population for the various faith groups. The right of these groups to establish standards for their clergypersons seeking to be commissioned as officers in the staff corps (Chaplain Corps) is recognized and supported by the Navy.

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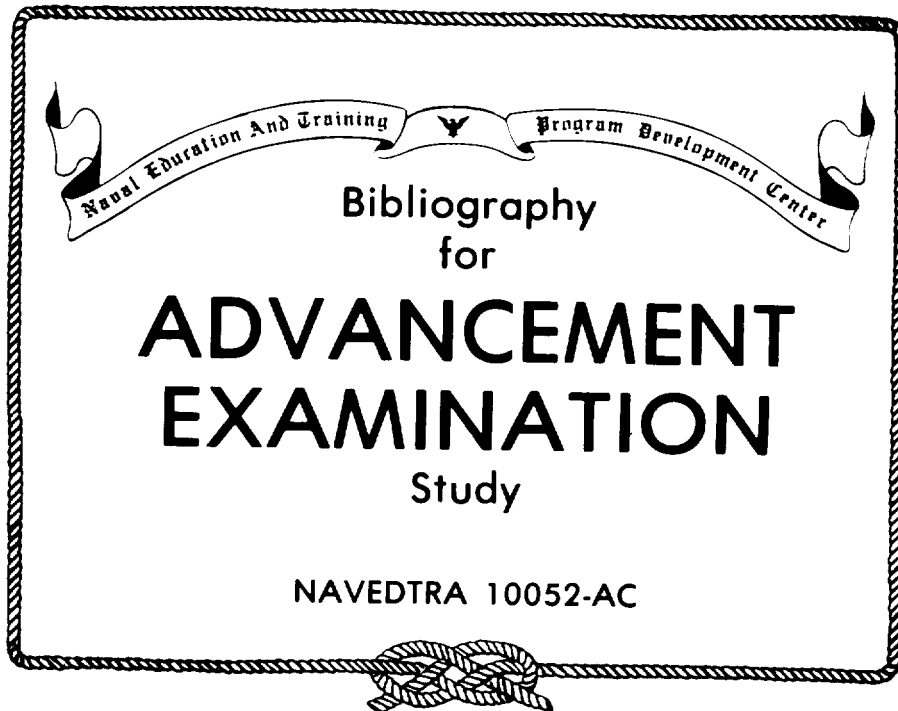


Figure 1-3.—Front Cover of Calendar Year 1982 Bibliography for Advancement Examination Study (NAVEDTRA 10052-AC).

MISSION OF THE CHIEF OF CHAPLAINS
To direct, administer, and manage the Navy Chaplain Corps and implement religious ministries to meet the needs of personnel in the naval service and their dependents in their pursuit of the free exercise of religion.

**Figure 1-4.—Mission of the Chief of Chaplains.**

The Navy Department will not commission as a chaplain any clergyperson who has not received an ecclesiastical endorsement. A candidate for commissioning in the Chaplain Corps, in addition to ecclesiastical endorsement, must have completed 4 years of undergraduate study in an accredited college or university and possess a Master of Divinity degree or an equivalent theological degree. Candidates must also meet the required age and physical qualifications for commissioning. Because of the impracticality of providing clergy of every faith or denomination in every ship or station, the Navy and the churches of America have evolved jointly a pattern of cooperative ministry. The term “church,” as used in this module, includes the denominations and religious bodies of all faiths. The principle of cooperative ministry places on every chaplain the obligation to:

- Make provision for meeting the religious needs of those in the command who are adherents of other churches and faith groups.
- Cooperate with other clergy and commands in meeting the religious needs of members of the chaplain’s own faith group.

The support which the chaplain will require as the pastoral representative of a religious body will vary from that which is accorded to naval officers in line and other staff communities. This requires that the RP have an understanding of the professional as well as official duties and

responsibilities of the chaplain to members of the chapel community.

### **CHAPLAINS AS PROFESSIONAL REPRESENTATIVES OF THEIR CHURCHES**

As used here, the term “professional” refers to those aspects of the chaplain’s role which are determined not by the Navy but by the chaplain’s identity as a member of the clergy whose profession is the ministry of religion. All liturgical, sacramental, and pastoral acts are performed on the basis of ecclesiastical rather than naval credentials of the chaplain. The ultimate responsibility for the substantive nature of the chaplains’ religious ministry rests with their churches.

As pastoral representatives, Navy chaplains seek to project a favorable image of religion and to communicate to people within the command their

- church’s doctrines and practices;
- church’s attitudes toward social and moral issues; and
- right to freedom of religious expression.

Communicating information in these and other areas of the chaplain’s ministry may take the form of religious and devotional services; religious education; or morale, welfare, and public affairs activities. These “professional” functions are integrated into the overall context of the Command Religious Program and are based upon the principle of cooperative ministry. Administrative and personnel support for these “professional” functions as specified in *Navy Regulations* and SECNAVINST 1730.5 is provided through specially trained personnel designated as Religious Program Specialists.

### **CHAPLAINS AS NAVAL OFFICERS**

While the nature of the religious ministry rendered by Navy chaplains is determined by their respective “church,” the conditions under which their ministry is rendered are determined

by the naval service and the type of command to which the chaplains are assigned. As naval officers, chaplains are obligated to:

- Provide their ministry within the framework of the religious program sponsored by the commanding officer.

- Adapt their ministry to the conditions of the naval service.

- Conduct their ministry in coordination with the ministries of other chaplains, according to the pattern of cooperative ministry evolved by the churches and the Navy.

- Design their ministry to meet the religious needs of command personnel, their dependents, and other authorized persons.

#### **Collateral Duties of the Chaplains**

Chaplains are frequently asked to perform collateral duties within commands which are a natural outgrowth of their religious ministry. Collateral duties of the chaplains may include duties related to:

- Religious interests: Chaplains may be asked to provide additional worship and devotional activities to people when these activities are appropriate, not excessive, and do not violate the conscience of chaplains or the practices of their church.

- Humanitarian interests: Chaplains may be asked to prepare personal response presentations and instructions or to initiate people-to-people-, community service-, or handclasp-type programs.

- Welfare activities and interests: Chaplains may be asked to perform additional duties related to maintaining liaison with persons and agencies offering health and welfare assistance and acting as channels for the charitable application of time and abilities of military personnel.

Chaplains also assist commands in communicating and clarifying command policies, regulations, and directives to their personnel as well as

communicating a command's administrative and operational limitations, commitments, and problems.

#### **THE CHAPEL COMMUNITY**

As a pastoral representative and naval officer, the chaplain's ministry within the Command Religious Program may include ministering to:

- Military Personnel: Members of any uniformed military service of the Federal Government in an active or retired status.

- Military Dependents: Those relatives, by blood or marriage, of members of any military service of the Federal Government on active duty or retired who are entitled by law or administrative policy to privileges otherwise reserved to military personnel.

- American Civilian Employees: Personnel hired directly by any branch of the Department of Defense for employment in military bases, ships, or organizations in the United States, during the working hours of their employment; and such personnel and bona fide dependents living in the same household with them within the confines of a military base or in Government housing provided for them in isolated places. Overseas, U.S. citizens and bona fide dependents residing in the same household with them, provided they or their sponsors are employed directly or indirectly by any agency of the U.S. Government.

- Foreign Civilian Employees: Native personnel hired directly by any branch of the Department of Defense for employment in U.S. military bases, ships, or organizations overseas, during working hours in a military installation.

- The U.S. Community: The U.S. citizen population at home or overseas, usually residing in the vicinity of military bases, ships, or organizations.

- The Foreign Community: The native population overseas with whom U.S. military personnel interact for any reason.



● Foreign Military Personnel: Members of non-U. S. defense establishments who are on official duty with U.S. military personnel or subject to U.S. military jurisdiction by reason of orders, place of duty, or residence.

These personnel, both military and civilian, may be referred to within the Command Religious Program (CRP) as the command's chapel community.

### **HISTORY OF THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING**

As previously stated, the Religious Program Specialist (RP) rating was officially established on 15 January 1979. However, the concept of a chaplain's assistant dates back to 1878 when a committee of chaplains recommended to the Navy Department that a chaplain's assistant be assigned to each ship that had a chaplain aboard. This assistant would have been a schoolmaster who could play organ music and lead singing. Although the recommendation was not adopted, the idea was given support by successive generations of chaplains.

### **SPECIALIST (W)**

Early in 1942 the Navy Department took the first steps which led to the establishment of the Specialist (W) rating to assist Navy chaplains. The "(W)" referred to welfare, and it was decided that this rate would be established only for the duration of World War II. The first officially designated Specialist (W) in the history of the Navy was W. Everett Hendricks who was authorized to enlist on 23 April 1942 with the rating of Specialist (W) first class. Hendricks was assigned duty in the Office of the Chaplain at the Naval Training Station, Great Lakes, Illinois. He was recognized as a talented musician and choir director and contributed significantly to the success of the famed Great Lakes' Bluejacket Choir.

The first publicity that was given to the new rating by the Bureau of Naval Personnel (now Naval Military Personnel Command) actually

appeared in a directive dated 25 June 1942 addressed to the Navy Recruiting Service. Eleven specialist ratings were identified in this directive including Specialist (W). Those individuals interested in Specialist (W) were directed to obtain information regarding specific qualifications from the Chief of Chaplains.

Following the directive which established the 11 specialist ratings, a circular was prepared and distributed by the Chaplains Division which outlined the required qualifications for Specialist (W). A college education was identified as being desirable for applicants but not absolutely necessary. Every Specialist (W) had to be able to play the piano and organ for religious services and other gatherings. Also, the Specialist (W) was expected to be a competent choir director. Just as RPs today cannot exercise any of the ministerial functions of a clergyman, a Specialist (W) was not expected to serve as a religious leader. The circular did state that applicants should be willing to serve anywhere and under any conditions. Accepted applicants under 25 years of age were given a third class rating; those between 25 and 28 were given a second class rating; and those over 28 were given a first class rating. Those personnel who enlisted directly into the rating were sent to a training station for naval indoctrination before being assigned duties with a chaplain.

The Bureau of Naval Personnel ruled against Specialists (W) serving aboard ship. It was decided that they would be used only within the limits of the continental United States and at selected overseas bases. RPs today are afforded a much greater variety of duty assignments including serving aboard numerous types of naval vessels.

The possibility of having Specialists (W) assigned throughout the Naval Shore Establishment was greeted with enthusiasm by Navy chaplains. Because of the constant transfer of personnel, chaplains had found it difficult to maintain qualified musicians at their commands. The assignment of Specialists (W) helped to solve this problem, and chaplains throughout the Navy hastened to help qualified applicants become Specialists (W).

## **Selection and Training of Specialists (W)**

Most of the applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or as church ministers-of-music. Many were also graduates of the leading schools of music in the country. Most of these specialists received their indoctrination directly from the chaplains. However, this system proved to be inadequate. In the fall of 1942, as part of an experiment, Specialists (W) started attending some of the classes at the Chaplains School located in Norfolk, Virginia (now located in Newport, Rhode Island). This experiment was so successful that the Chaplains Division decided to require all new Specialists (W) to attend a course of indoctrination at the Chaplains School.

The 8-week course of indoctrination for Specialist (W) training at the Chaplains School included instruction in: naval etiquette, naval correspondence, clerical procedures, choir organization, rehearsal procedures, Navy Relief, sacred music for divine services (Protestant, Roman Catholic, and Jewish), military weddings and funerals, and some practical application in shorthand and typing. Many of these same or similar subjects are being taught in the RP "A" and "C" schools today located at Keesler Air Force Base in Biloxi, Mississippi.

Between April 1942 and August 1945, the Bureau of Naval Personnel selected 509 individuals for the Specialist (W) rating out of 1,455 applicants. Approximately 350 of the Specialist (W) selectees attended the indoctrination course at the Chaplains School. This training helped Specialist (W) petty officers advance quite rapidly. Alfred R. Markin was advanced to Chief Specialist (W) in February 1944 and is recognized as being the first individual to be advanced to chief petty officer in this rating. A total of 30 Specialists (W) were advanced to chief petty officer, and most of these senior petty officers were assigned to large training centers and in the offices of district, force, and fleet chaplains.

Women also distinguished themselves as Specialists (W) during the war. Thirty-eight "WAVES" were selected to serve in the rating. Virginia T. Moore was the first woman to be

selected as a Specialist (W) and was subsequently assigned duty in November 1943 in the Nation's Capital. The first "WAVES" to attend the Chaplains School in June 1944 were recognized as highly motivated, dedicated, and conscientious students.

## **Specialists With the Marines**

In February 1942 before the Navy Department had taken action in regard to Specialists (W), the Marine Corps established a rating known as Chaplain's Assistant (SSN534). The first marine to receive the new classification was Gilbert Dean Arnold, who was made a master technical sergeant, the equivalent of a chief petty officer in the Navy. Thirty-five members of the Marine Corps Women's Reserve became Chaplain's Assistants in addition to the 105 active duty marines. Unlike the Navy and Coast Guard who instituted the Specialist (W) as a wartime measure, the Marine Corps announced that it intended to retain its rating of Chaplain's Assistant after the war.

NOTE: Until the RP rating reaches full strength in approximately 1986, Marine Corps Specialists will continue to be employed to assist in managing the Command Religious Program at selected locations where RPs are not assigned.

## **Specialists With the Coast Guard**

The first member of the Coast Guard to receive the rate of Specialist (W) was Emil Zemanuel in November 1943. Thirty-five men and twelve women of the Coast Guard were assigned this rating, and 30 of these individuals attended the Navy Chaplains School. The Coast Guard assigned some of the men of this rating to ships.

## **YEOMAN CHAPLAIN'S PROFESSIONAL ASSISTANT**

Until 1979, personnel of the Yeoman rating were often designated as the "Chaplain's Clerk (YN-2525)" to assist in conducting the Command Religious Program. Figure 1-5 describes the duties of the YN-2525 Chaplain's Professional Assistant designation.

YN-2525 DESCRIPTION OF DUTIES
<p><u>“YN-2525 Chaplain’s Professional Assistant</u>  Assists chaplain by promoting the religious program and performing administrative duties. Prepares correspondence, requisitions, purchase orders, reports, and religious documents. Maintains material, fund, and interview records. Publishes schedules of services and programs. Schedules chaplain appointments and keeps log of events. Operates office and audiovisual equipment. Protects privileged communications. Maintains chapel equipment and supplies. Supervises rigging according to designed liturgical practice. Follows the liturgical calendar and uses ecclesiastical titles and terms.</p>

**Figure 1-5.—Description of duties for chaplain's professional assistant (YN-2525).**

Before a Yeoman would normally be assigned to the office of the chaplain, the command chaplain would have to justify the need for a YN-2525 billet. This proved to be a time-consuming process and placed the CRP in direct competition with other command departments for the services of personnel. Unqualified personnel (those lacking the YN-2525 designation) were often assigned to the office of the chaplain as temporary solutions to the manning problems.

Many of the individuals who worked in the office of the chaplain, those with the YN-2525 designation and those without this designation, performed admirably under difficult circumstances. However, the pursuit of a permanent rating to assist chaplains in managing the Command Religious Program remained a primary goal of the Chief of Chaplains.

**RELIGIOUS PROGRAM SPECIALISTS**

The 101-year quest for a permanent chaplain’s assistant rating was finally realized on 15 January 1979 when the Secretary of the Navy approved the establishment of the Religious Program Specialist (RP) rating. Stringent selection requirements were set, and personnel requesting lateral conversions from other ratings to the RP rating had to be interviewed and recommended by a Navy chaplain. Also, commanding officers had to recommend prospective candidates based on a number of

factors including the chaplain’s endorsement. Personnel requesting a lateral conversion to RP had to be high school graduates or have a GED equivalent; be eligible for access to classified information; demonstrate support for the Navy’s equal opportunity program; have no speech impediments; have demonstrated the ability to write effectively; have no conviction in a civilian or military court within the past 3 years; and be willing to support persons of all faith groups or religious categories.. These requirements have not changed since the establishment of the RP rating. Based on the stringent selection requirements, it is obvious that a person must be trustworthy, dedicated, and conscientious in order to perform as a Religious Program Specialist.

On 9 May 1979 the Chief of Naval Operations approved the RP rating insignia which is shown in figure 1-6. It consists of a compass, a globe, and an anchor. The compass suggests the direction which religion gives to life; the globe symbolizes the fact that religious ministries are available throughout the world; and the anchor indicates that religious support is provided continually for personnel of the naval services.

**RP Skills and Knowledge**

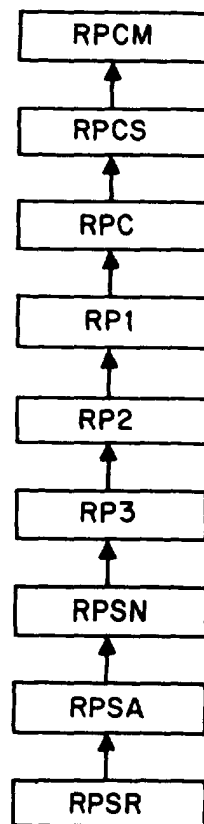
The enlisted career pattern for RPs is shown in figure 1-7. Personnel who meet certain specific requirements may apply for commissioning to Warrant Officer Ship’s Clerk (741X)



**Figure 1-6.—Religious Program Specialist rating insignia.**

and/or to Limited Duty Officer Administration (641X). The competition for these officer programs is intense. Therefore, it is extremely important for individuals to prepare early in their careers in order to have a realistic opportunity of being selected for Warrant Officer or Limited Duty Officer. Chaplains and senior RP personnel are responsible for advising junior RPs concerning the specific requirements of these two officer programs. The command career counselor will provide assistance upon request.

Figure 1-8 shows the occupational standards for RP3; figure 1-9 shows the occupational standards for RP2; figure 1-10 shows the occupational standards for RP1; and figure 1-11 shows the occupational standards for RPC, RPCS, and RPCM. As indicated by these figures, individuals must possess greater knowledge and skill as they move up the "enlisted ladder." Increased knowledge may be acquired through completion of RP "A" and "C" schools; by attending other Navy schools such as leadership, career counselor, and instructor training; through completion of Navy correspondence courses and off-duty college courses; by attending workshops such as military rights and responsibilities, cultural expression in the Navy, and women in the Navy; and most important, through supervised on-the-job training by Navy chaplains and senior RPs.



**Figure 1-7.—Career pattern for Religious Program specialist.**

It is important to note that RPs are responsible for meeting the specific requirements of their present rate. They are also required to meet the occupational standard requirements of all the rates leading to their present rate. For example, an RP1 must be able to meet the requirements for RP3, RP2, and RP1 in order to perform at a satisfactory level as a first class petty officer.

### **RP Duty Stations**

RPs serve in a number of challenging environments. They are stationed at shore commands throughout the world in such places as Japan, the Philippines, Guam, Hawaii, Alaska, Great Britain, Spain, and Italy. Stations in the continental United States include, but are

**RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)**

**38 ADMINISTRATION**

38605 FILE RECORDS AND CORRESPONDENCE

38824 PERFORM RECEPTIONIST DUTIES

38825 OPERATE OFFICE EQUIPMENT

38826 TYPE AT 30 WORDS PER MINUTE

38832 TYPE AND ROUTE CORRESPONDENCE AND MESSAGES

38835 INITIATE JOB ORDERS AND WORK REQUESTS

38837 PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS

38838 PREPARE SCHEDULE OF RELIGIOUS FACILITIES USAGE

38839 TRANSCRIBE CHAPLAIN INTERVIEW RECORDS

38845 PREPARE WORSHIP BULLETINS

38847 TYPE DIRECTIVES

**46 PUBLICATIONS**

46002 MAINTAIN ECCLESIASTICAL REFERENCE LIBRARY

46358 USE AND MAINTAIN PUBLICATIONS AND DIRECTIVES

**52 FINANCIAL CONTROL**

52007 MAINTAIN FINANCIAL AND PROPERTY CONTROL RECORDS

**54 LOGISTICS SUPPORT**

54636 REQUISITION SUPPLIES AND EQUIPMENT

54637 INVENTORY SUPPLIES AND EQUIPMENT

54638 MAINTAIN MOUNT-OUT BOXES

**65 PERSONNEL SUPPORT**

65002 RIG RELIGIOUS FACILITIES, EQUIPMENT AND LITURGICAL APPOINTMENTS

65003 SERVE AS SACRISTAN

65004 MAINTAIN RELIGIOUS MUSIC LIBRARY

65006 OPERATE AUDIOVISUAL EQUIPMENT

65008 MAINTAIN SHIPBOARD LIBRARIES

**77 SECURITY**

77001 ENSURE SECURITY OF CLASSIFIED MATERIAL

**94 MECHANICAL MAINTENANCE**

94621 CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure 1-8.—Occupational standards for Religious Program Specialist Third Class.

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)

38 ADMINISTRATION

- 38619 ORGANIZE AND MONITOR  
MAINTENANCE OF FILES
- 38620 CARRY OUT DISPOSAL,  
STOWAGE, AND TRANS-  
MISSION OF OBSOLETE FILES  
AND RECORDS
- 38628 MAINTAIN A REPORTS CON-  
TROL SYSTEM
- 38956 MAINTAIN TICKLER AND  
CROSS-REFERENCE FILES
- 38968 REVIEW ENLISTED SERVICE  
RECORDS FOR INFORMATION  
SPECIFIED BY CHAPLAIN
- 38969 COORDINATE MAINTENANCE  
OF RELIGIOUS FACILITIES
- 38970 PREPARE AND MAINTAIN A  
DIRECTORY OF RELIGIOUS  
PROGRAM RESOURCES

44 TRAINING

- 44001 INSTRUCT VOLUNTEER PER-  
SONNEL IN RELIGIOUS  
EDUCATION METHODS AND  
USE OF RELIGIOUS EDUCA-  
TION MATERIAL

52 FINANCIAL CONTROL

- 52008 PREPARE DOCUMENTS FOR  
PROCUREMENT AND REIM-  
BURSEMENT OF AUXILIARY  
AND CONTRACT CHAPLAINS
- 52024 MAINTAIN OPERATING TAR-  
GET (OPTAR) RECORDS AND  
DEPARTMENTAL BUDGET  
RECORDS

55 GRAPHICS

- 55001 PREPARE VISUAL PRESEN-  
TATIONS

65 PERSONNEL SUPPORT

- 65011 ADVISE PERSONNEL OF PRO-  
CEDURES FOR REQUESTING  
REASSIGNMENT FOR HUMANI-  
TARIAN OR HARDSHIP  
REASONS
- 65016 ORGANIZE AND DISTRIBUTE  
DEVOTIONAL, RELIGIOUS ED-  
UCATION AND PUBLICITY  
MATERIAL
- 65017 ADVISE PERSONNEL OF POLI-  
CIES AND PROCEDURES  
REGARDING USE OF RELI-  
GIOUS FACILITIES AND  
EQUIPMENT
- 65018 REHEARSE PERSONNEL FOR  
LITURGICAL AND CEREMO-  
NIAL ACTS
- 65500 ADVISE PERSONNEL OF NAVY  
AND CIVILIAN AGENCIES  
AVAILABLE TO ASSIST IN  
RESOLUTION OF PERSONAL  
PROBLEMS

77 SECURITY

- 77002 ENSURE SECURITY OF RELI-  
GIOUS FACILITIES, EQUIP-  
MENT, AND SUPPLIES

Figure 1-9.—Occupational Standards for Religious Program Specialist Second Class.

RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)	
<u>38 ADMINISTRATION</u>	<u>44 TRAINING</u>
38634 REVIEW COMPLETED JOB ORDERS AND WORK REQUESTS	44002 SCHEDULE AND INSTRUCT VOLUNTEER PERSONNEL IN LITURGICAL FUNCTIONS
38866 ORGANIZE AND SUPERVISE THE OPERATION OF THE OFFICE OF THE CHAPLAIN	44007 INSTRUCT PERSONNEL IN BASIC CUSTOMS AND TRADITIONS OF MAJOR RELIGIONS
38867 COMPILE AND ANALYZE STATISTICAL DATA RELATED TO RELIGIOUS ACTIVITIES	<u>52 FINANCIAL CONTROL</u>
38868 PROCESS EMPLOYMENT APPLICATIONS OF AUXILIARY AND CONTRACT CHAPLAINS AND SUPPORT PERSONNEL	52025 PREPARE DEPARTMENTAL BUDGET
38869 PROCESS APPOINTMENT AND CERTIFICATION OF LAY LEADERS AND LAY EUCHARISTIC MINISTERS	<u>54 LOGISTICS SUPPORT</u>
38870 MAINTAIN AN ORGANIZATIONAL LOCATOR OF LAY LEADERS AND LAY EUCHARISTIC MINISTERS	54602 DETERMINE REQUIREMENTS FOR EQUIPMENT, SUPPLIES AND EDUCATIONAL MATERIAL
38960 PREPARE CORRESPONDENCE AND MESSAGES	<u>55 GRAPHICS</u>
38971 DRAFT DIRECTIVES	55002 ASSIST IN PREPARATION OF DEVOTIONAL AND RELIGIOUS EDUCATION MATERIAL FOR "CIRCUIT-RIDING" MINISTRIES
	55003 DESIGN AND LAYOUT PUBLICITY MATERIAL
	<u>65 PERSONNEL SUPPORT</u>
	65019 ADVISE PERSONNEL OF ORDINANCES, SACRAMENTS, AND RITES REQUIRED BY VARIOUS RELIGIONS

Figure 1-10.—Occupational Standards for Religious Program Specialist First Class.

not limited to: Norfolk, VA; Charleston, SC; Jacksonville, Orlando, and Key West, FL; Great Lakes, IL; Memphis, TN; Biloxi, MS; Corpus Christi, TX; San Diego and San Francisco, CA; and Bremerton, WA. By far, one of the most

rewarding and challenging tours for the RP is serving a tour of duty aboard ship. The RP may be assigned to aircraft carriers, cruisers, submarine tenders, supply ships, ammunition ships, repair ships, and many other types. Also,

**CHIEF RELIGIOUS PROGRAM SPECIALIST  
(RPC)**

**38 ADMINISTRATION**

- 38788 REVIEW REPORTS, RECORDS, AND CORRESPONDENCE THAT REQUIRE OFFICIAL SIGNATURE
- 38871 ORGANIZE AND SUPERVISE THE ADMINISTRATIVE OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES
- 38872 PREPARE AND PRESENT BRIEFINGS IN SUPPORT OF THE COMMAND RELIGIOUS PROGRAM
- 38873 MANAGE THE OPERATION OF RELIGIOUS FACILITIES

**44 TRAINING**

- 44009 INSTRUCT SUBORDINATE PERSONNEL IN RELIGIOUS EDUCATION METHODS
- 44010 INSTRUCT LAY LEADERS AND LAY EUCHARISTIC MINISTERS

**52 FINANCIAL CONTROL**

- 52026 SERVE AS CUSTODIAN OF CHAPEL FUNDS
- 52032 AUDIT CHAPEL FUNDS

**54 LOGISTICS SUPPORT**

- 54605 ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES

**SENIOR CHIEF RELIGIOUS PROGRAM  
SPECIALIST (RPCS)**

**35 ADMINISTRATION**

- 35101 ESTABLISH AND IMPLEMENT A PROGRAM FOR INTERVIEWING, EVALUATING, AND ASSIGNING PERSONNEL
- 35476 PROVIDE INFORMATION AND ADVISE ON UTILIZATION, CAPABILITIES, RELIABILITY, AND OPERATIONS IN OWN AREA OF RESPONSIBILITY
- 35540 PREPARE DIRECTIVES

**44 TRAINING**

- 44376 ORGANIZE AND SCHEDULE TRAINING PROGRAMS AND EVALUATE EFFECTIVENESS

**65 PERSONNEL SUPPORT**

- 65020 PROVIDE INFORMATION CONCERNING THE CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT SYSTEM
- 65021 COORDINATE THE PUBLIC WORSHIP, DEVOTIONAL AND RELIGIOUS EDUCATION MATERIALS PROGRAM

**MASTER CHIEF RELIGIOUS PROGRAM  
SPECIALIST (RPCM)**

**35 ADMINISTRATION**

- 35483 PLAN, ORGANIZE, IMPLEMENT, AND CONTROL ACTIVITIES IN COMPLIANCE WITH POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
- 35491 FORECAST FUTURE REQUIREMENTS
- 35492 REVIEW PERSONNEL, EQUIPMENT, AND MATERIAL REQUIREMENTS
- 35493 ESTABLISH GOALS, OBJECTIVES AND PRIORITIES
- 35494 DETERMINE MOBILIZATION REQUIREMENTS
- 35495 EVALUATE RELIGIOUS PROGRAMS OF SUBORDINATE COMMANDS AND RECOMMEND IMPROVEMENTS

**51 MAINTENANCE PLANNING AND  
QUALITY ASSURANCE**

- 51012 REVIEW PLANS FOR RELIGIOUS FACILITIES CONSTRUCTION

**52 FINANCIAL CONTROL**

- 52298 DEVELOP OPERATING BUDGETS AND MONITOR EXPENDITURES

Figure 1-11.—Occupational Standards for Chief, Senior Chief, and Master Chief Religious Program Specialist.



the RP may deploy with Mobile Construction Battalions (SEABEES) throughout the world. Finally, the RP may serve with Marine Corps units both in the continental United States and at overseas locations.

NOTE: Each RP assigned to a Fleet Marine Force Unit is required to attend a 5-week Marine Infantry Training Course in order to acquire the fundamental military and combat skills necessary to effectively protect the Navy chaplain and to effectively operate in a combat environment.

### **THE CRP AT SHORE COMMANDS**

The Navy Department makes a continual effort to provide its personnel with the same opportunities for practicing their religious beliefs as civilians enjoy in their communities. Many factors affect the extent to which this can be accomplished. Budget allocations, along with the size, location, and nature of the naval activity are some of these important factors. The following sections will provide a general overview of the Command Religious Program at shore commands.

### **CHAPEL FACILITIES**

Practically all shore installations have at least one fully equipped chapel facility for use by the various religious groups or categories represented by command personnel. Services may be conducted in the station theatre, auditorium, or some other convenient location when chapel facilities are not available. Military chapels will be discussed in another section of this chapter.

### **DIVINE SERVICES**

Larger shore installations provide a full schedule of services on Sundays, Sabbaths, holy days, and weekdays. This enables command personnel to attend the services of their choice. These larger installations normally have a minimum of two chaplains assigned. Chaplains conduct public worship according to the manner and form of their own particular faith group and

may wear the vestments of that liturgical tradition as appropriate. Personnel are encouraged to attend services in communities near the installation when their particular faith group is not represented aboard the command; or, the commanding officer may invite a civilian clergyperson to conduct services on the station to meet the needs of these individuals.

### **CHORAL ACTIVITIES**

Choral groups composed of service personnel and their dependents often provide music for religious services and other programs on the station. These groups may be invited to participate in community programs and may appear on television or be heard on special radio broadcasts.

### **SPECIAL RELIGIOUS SERVICES**

Chaplains provide various religious ministries to command personnel and their dependents in addition to conducting regular worship services. Examples of several special ministries which are provided by chaplains are shown below:

- Baptisms
- Weddings
- Communion Services
- Ministry to the Sick
- Ministry to the Dying
- Funeral Services

The Religious Program Specialist supports command chaplains primarily through the scheduling of special services and by ensuring that each service is properly rigged.

### **RELIGIOUS EDUCATION**

Religious education programs for military personnel and their dependents have traditionally been provided at commands whenever a substantial dependent population existed. Unity

and continuity in such religious education are made difficult by frequent transfers of military families. The various and unique denominational requirements also influence the religious education programs that are provided for dependent children of military personnel. For these reasons, the Navy, Army, and Air Force Departments make available religious education curricula and materials which are designed especially for military religious education programs. The curriculum for dependent children at Navy and Marine Corps shore activities is usually selected from the following three resource guides:

- Cooperative Protestant Religious Education Curriculum
- Catholic Curriculum and Resource Guide (Roman Catholic)
- Unified Jewish Religious Education Curriculum

The materials described in these resource guides are selected from publishing houses supervised by members of the Armed Forces Chaplains Board. The RP will probably be tasked by the command chaplain to obtain material from these three sources in order to provide a standardized religious education program for command personnel and their dependents. In addition, RPs may be tasked to solicit volunteers to teach the standardized curriculum to dependent children. This responsibility will require the RP to instruct volunteers in Religious Education (RE) methods and the use of religious education material.

## **RELIGIOUS LITERATURE**

The command usually has a supply of religious literature in book and pamphlet form available for use by its personnel. Pamphlet racks containing such literature are likely to be found at the entrance to the chapel, in the office of the chaplain, and at other convenient locations. Many stations also have libraries with sections devoted to religious books and novels.

## **COMMAND CHAPLAIN**

The ranking (senior) chaplain is normally designated as the command chaplain where more than one chaplain is assigned to a command. Besides advising the command on matters pertaining to religion and morale, the command chaplain supervises the ministries of all other chaplains assigned to the unit. Also, the command chaplain performs duties similar to a department head or division officer in relation to managing RPs and other enlisted personnel who are assigned to the office of the chaplain.

## **ADVISORY ROLE OF CHAPLAINS**

The chaplain is a key officer in promoting the religious and general well-being of command personnel as an advisor to the commanding officer on religious and morale matters. Collateral duties are properly confined to the field of religion and morale so as not to interfere with the primary duties of the chaplain. An example of an appropriate collateral duty is the responsibility to furnish the commanding officer with information to assist in paying proper respect to the religious institutions and customs of various foreign countries. Command chaplains need to be informed concerning local religious beliefs and value systems in order to perform this highly important collateral duty. The RP may be tasked by the chaplain to gather information about the religious beliefs of a particular country in order to lend support in determining the proper respect that needs to be rendered.

## **PASTORAL COUNSELING**

The chaplain is concerned with the well-being of all command personnel and their families and is available to counsel and advise individuals on religious, personal, and morale matters as well as other areas of concern. In the performance of their duties, chaplains assist personnel and their families in time of bereavement, domestic crisis, and on occasions when religious guidance is requested. To enhance the Command Religious Program, chaplains normally maintain liaison with community, social, religious, health, and welfare agencies. These sources are made available to military families

upon request. Shown below is a sample list of some of the professional counseling resource personnel and agencies which may be listed:

- Pastoral counselors
- Social workers
- Family counselors
- Counseling psychologists or psychiatrists

Community agencies which may provide counseling services:

- Mental Health Clinics
- Social Services Agencies
- The United Way Organization
- Family Service Agencies
- Catholic Family and Child Service Centers
- Regional Pastoral Counseling Association (a nondenominational network utilizing religious facilities)

Military facilities which may be utilized:

- Naval Regional Medical Centers
- Counseling and Assistance Centers
- Family Services Centers

These and other counseling agencies and professionals should be listed in the Information and Referral (I&R) Directory which the RP maintains for the chaplain's use. It is imperative that the RP maintain a current listing of resource agencies in order to ensure that referral information is continually available for command chaplains.

### **MILITARY CHAPELS ASHORE**

Of all the buildings located on a military base, the chapel is unique in that its architectural

form generally reveals its function. It is important to note that chapel facilities are Government property and are not controlled or regulated by the religious bodies of America. Their purpose is to support a Command Religious Program. The commanding officer has the authority to utilize buildings designated as chapels for a multitude of religious, command, and civil activities. Normally, the command chaplain serves as an advisor to the commanding officer on the use of chapel facilities. The RP assists the command chaplain by ensuring that Department of Defense policy and local command directives are followed concerning the proper utilization of chapel spaces.

### **THE CRP ABOARD SHIP**

It is expected that personnel who are serving aboard naval vessels will have religious programs made available on a regular basis which includes provision for the sacraments and ordinances of their particular faith group. A variety of arrangements has been made to ensure that naval personnel are afforded the right to the ministrations of their religion. It is customary to have Navy chaplains assigned to specific ships to provide this ministry. The chaplain may also be transferred to other ships to conduct worship services when operations permit. The Navy Department is now assigning RPs to ships with chaplains to provide support in the areas of religious programming and administration.

When a ship with only one chaplain is in port, the chaplain may provide services for personnel of other faith groups by arranging to have other chaplains or civilian clergy invited aboard to conduct services, or by sponsoring church parties to locations off the ship. At sea, the chaplain may provide for those of other faith groups primarily by supervising lay leadership programs.

Special kits containing prayer books, recorded sacred music, and other equipment have been developed to support the Command Religious Program at sea. The RP needs to be familiar with the ordering procedures for obtaining materials that may be necessary to support the CRP aboard ship.

## **CRP JARGON**

Jargon is generally defined as language that is peculiar to a particular trade or profession. Chaplains and RPs should be cautious when using language that may not be understood by individuals not closely associated with the CRP. For example, the term “Command Religious Program (CRP)” should be used whenever appropriate to emphasize the “Command” nature of the religious program. Also, the term “Chaplain’s Office” should be avoided when referring to an entire chapel complex; the correct term is “Office of the Chaplain.”

“Command Chaplain” should be used instead of “Senior Chaplain” when referring to

the chaplain who has been designated by the commanding officer to direct the operation of the office of the chaplain. “Command Chaplain” is a functional title while “Senior Chaplain” refers to a chaplain’s rank in relation to other chaplains,

Chaplains of all ranks are addressed by the term “Chaplain” in most instances. Terms of address which are common within particular faith groups such as “Father,” “Pastor,” or “Rabbi” may be used when appropriate. However, the RP should refer to assigned chaplains by the term “Chaplain” regardless of rank since it is common to all faith groups and expresses the identity of the clergy within the military community.